

BY SPEED POST

F. No. A.11019/01/2014-NMPB
Government of India
Ministry of AYUSH
National Medicinal Plants Board (NMPB)

Room No.309, 3rd Floor
B-Block, AYUSH Bhawan
GPO Complex, INA
New Delhi – 110 023.
Telephone No. 011 – 2465 1823
Dated: 16th August 2016

To,
As per list attached

Subject: Hiring of taxies on monthly and day to day basis for the official use of National Medicinal Plants Board (NMPB), Ministry of AYUSH – calling for quotations - regarding

Sir,

Sealed quotations are invited in the enclosed format (**Annexure-A**) from reputed tours and travels agencies for including in the panel for hiring cars on monthly as well as on day to day basis for the official use of National Medicinal Plants Board (NMPB), Ministry of AYUSH, for a period of one year on the following **terms and conditions**:

1. The vehicle must have DLY registration numbers from the concerned Authority.
2. You should have one of your office within a radius of 7 Kms., from the office of NMPB.
3. You have to ensure that you are in a position to supply atleast 1 to 5 vehicles to NMPB, if required.
4. The contract will be initially for a period of one year from the date of commencement. The period of the contract may be extended on a yearly basis upto a maximum period of 3 years, on request by the firm, on the same terms and conditions, provided the requirement of NMPB persists at that time and subject to qualitative assessment of the performance of the firm by the competent authority in NMPB.
5. The make of the cars deputed for duty should not be older than January 2014.
6. The drivers must be possessing a valid commercial Driving License.
7. The Drivers must be well experienced, well behaved, wearing neat and clean uniform, having thorough knowledge of the routes in Delhi / NCR and have a permanent mobile contact number.
8. The taxies being provided must be in excellent condition, with immaculate seat covers and bearing DLY / DLZ numbers.
9. Divers / vehicles attached to Sr. Officers on a regular basis should not be changed without prior permission / intimation.
10. All vehicles must be fully insured and have valid pollution control certificates. A copy of these papers should be kept in the vehicle at all times.

11. Expenditure on account of claims arising out of accidents, challans for traffic violations, etc., will be borne by the service provider.
12. Payment of bills will be made on a monthly basis. Bills sent by the agency shall be accompanied by Log Book and Duty Slips.
13. Dead mileage will not be paid. Mileage will be calculated from the office of NMPB.
14. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking / tax bills.
15. The transporter should provide a landline / mobile number on which he or his representative can be contacted any time (24 hours). The driver too should possess mobile phone.
16. The performance deposit of ₹20,000/- (Rupees twenty thousand only) may be furnished by the successful bidder in the form of Account Payee Demand Draft / fixed deposit receipt or a Bank Guarantee from a commercial bank and should remain valid upto 60 days beyond the date of completion of all contractual obligations.
17. The vehicles should hold permits to ply in the NCR.
18. The approved rates will remain valid during the entire period of one year of the contract and request for enhancement of rates will not be agreed to during this period.
19. In case the agency fails to provide vehicle(s) for a particular duty, etc., vehicles will be hired from other source and the difference between the approved rate and the rates of the other source will be recovered from the subsequent bills of the agency. Same will apply in case the agency fails to provide an alternate vehicle in case of breakdown, etc.
20. If the vehicle(s) get delayed by 2 hr., or more to report for duty, a penalty of ₹1,000/- per car will be levied on each occasion and deducted from the subsequent bills. However, if a particular vehicle / driver is found to be habitually reporting late for duty, such vehicle / driver will be required to immediately replaced with another vehicle / driver. The decision of the competent authority of NMPB will be final in this regard.
21. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to the drivers. This Department shall, in no way, be responsible for settlement of such issues whatsoever.
22. The Department shall not be held responsible for any financial loss or other injury to any driver deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.
23. The driver(s) deployed by the service providing agency shall not claim nor shall be entitled to pay perks and other facilities admissible to regular / confirmed employees of this Department during the currency or after expiry of the contract.
24. The Drivers shall report for duty to Finance & Administrative Officer (F&AO), NMPB and produce duty slip, PUC Certificate, valid Driver's License, RC book etc., and mark his attendance in the attendance register kept in the chamber of F&AO, NMPB.
25. The Driver shall report back to F&AO, NMPB after conclusion of his duties, and produce parking / toll fees slips, if any paid by him and get it signed from the Officer.

26. The Driver shall also maintain a Log Book and get the opening and closing meter reading & opening and closing time signed from F&AO, NMPB on each day of duty.
27. In case of termination of this contract on its expiry or otherwise, the driver(s) deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in this Department.
28. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages etc., in respect of the drivers deployed by it in this Department. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.
29. The agency shall be liable for depositing all taxes, levies, Cess etc., on account of services rendered by it to NMPB to concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
30. The agency shall maintain all statutory registers under the Law. The agency shall provide the same, on demand, to the concerned authority of this Department or any other authority under Law.
31. If the agency fails to start providing vehicles as per the requirement of NMPB, within 7 days from date of placing the order, the EMD shall be forfeited without giving any further notice.
32. In case, the agency fails to comply any statutory / taxation liability under appropriate law, and as a result thereof the NMPB is put to any loss / obligation, monetary or otherwise, the NMPB will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
33. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by NMPB besides annulment of the contract.
34. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by F&AO, NMPB of place of duty) in respect of the persons deployed and submit the same to NMPB in the first week of the succeeding month.
35. PAN Number and or other tax registration numbers should be printed on the bills raised by the Firm.
36. The Competent Authority, NMPB reserves full authority to discontinue the services of the firm, at any point of time, by giving one month's notice and without giving any reason. The decision of NMPB shall be final in this regard.
37. The Competent Authority, NMPB reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome any problem that may arise at a later stage.
38. The antecedents of driver to be deployed should be properly verified and their details will have to be provided to this office. In case of change of driver, prior permission will be required to be taken.

39. The sealed envelopes containing quotations marked “Quotation for hiring of vehicles” should reach the undersigned in Room No.309, 3rd Floor, B-Block, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110 023 by 03.00 p.m., on or 02nd September 2016 along with the EMD of ₹ 10,000/- (rupees ten thousand only) in the form of Demand Draft i.f.o. Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi. The received quotations will be opened on the same day at 3.30p.m.

Yours faithfully

Sd/-
(Ashok Kumar)
Finance & Administrative Officer
NMPB

Copy to:

1. Sh Praveen Kumar, Computer Operator for uploading the tender notice on the website of NMPB viz., www.nmpb.nic.in.
2. Notice Board
3. Other Ministries / Departments for circulation among their contractors.
4. NIC – to upload in CPP portal please.

Sd/-
(Ashok Kumar)
Finance & Administrative Officer
NMPB

FINANCIAL BID

All rates should be inclusive of taxes

1. MONTHLY BASIS

Name of the vehicle	Swift Dzire/Etios/Accent/SX4		CIAZ/Honda City/ Sunny/Corolla		Toyota Innova/Scorpio/Balero	
	AC	Non AC	AC	Non AC	AC	Non AC
Rates for hiring on monthly basis (1840 kms.), 10 hours per day for 23 days per month						
Extra charges beyond 80 kms./day						
Extra charges beyond 10 hrs						
Any other charges (Driver night charges after 11:00 PM)						

2. DAILY BASIS

Name of the vehicle	Swift Dzire/Etios/Accent/SX4		CIAZ/Honda City/ Sunny/Corolla		Toyota Innova/Scorpio/Balero	
	AC	Non AC	AC	Non AC	AC	Non AC
Full Day 10Hrs. and 80 KMs						
Half Day 5 hrs. and 50 kms.						
Extra per km.						
Extra per hour						
Charges for driver per night for outstation duty						

Note: Starting point & Terminal point will be NMPB office address given above.

3. OUTSTATION CHARGES

Particulars	Swift Dzire/Etios/Accent/SX 4		CIAZ/Honda City/ Sunny/Corolla		Toyota Innova/Scorpio/Baler o	
	AC	Non AC	AC	Non AC	AC	Non AC
Minimum Kms per day						
Rate per Kms.						
Night Charges						
Any other charges						

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Please note that for finalization of contract, the bidder whose rates in Financial Bid are the lowest in comparison to other bidders will be considered as the lowest bidder.

Date:

***Signature of Owner/Managing Partner/Director
Name:***

Place:

Seal

Ministry of AYUSH
National Medical Plants Board (NMPB)

TECHNICAL BID

S.No.	Description	Please indicate requisite information
1.	Name and address of the firm	
2.	Name, Address & Telephone Number of the proprietor/ partner of the firm	
3.	Location of the Garage with telephone No. and address	
4.	Details of Income Tax and PAN No.	
5.	The Firm must have at least One year experience in the Tour and travels business in providing vehicles/taxi in the Government/semi Govt. sections/ Autonomous Bodies or any Agency	
6.	Proof of having successfully executed minimum 01 contracts in the similar work providing DLY Taxis/Cars in Government Ministries/ Autonomous Bodies/PSUs/ Nationalized Bank.	
7.	Details of EMD	
8.		

Note: All Documentary proof to be enclosed for above terms.

I hereby agree to abide by all the terms conditions of the tender document.

Place:

Date:

Name & Signature of the Authorized
signatory of the firm

(With seal of the Agency affixed)